

TO: Private School Administrators
FROM: Tom Desjardin, Acting Commissioner
DATE: March 20, 2015
SUBJECT: Reporting 2014-15 Student Information – **Due Date: April 30, 2015**

The Infinite Campus State Education system (ICSE), is online for school year 2014-15 updates. The updated 2014-15 student information will be utilized to meet State and federal reporting requirements (NCLB, Graduates, Dropouts, AYP, etc.) as well as the calculation of State subsidy for 2015-16 for Maine's public school administrative units.

All private schools with publicly funded students must report ALL "publicly funded students" in the Infinite Campus State Education System. The private schools that receive publicly funded students must report these students in the Infinite Campus State Education system in order for the public school administrative units to receive a subsidy count for these students in their future State subsidy. The State subsidy to a public school unit is often the source of funding that a school administrative unit uses to pay the tuition for these students to attend the private schools.

Student Enrollment Reporting – Due Date: April 30, 2015:

April 1, 2015 Student Count – all publicly funded students should be enrolled in Infinite Campus State Edition (ICSE) by April 15, 2015 so that the resident public school administrative units may review the data and verify the April 1st student count which takes place between April 16, 2015 and April 30, 2015.

- For private schools enrolling "ALL" students in the Infinite Campus State Education System, please fax (1-866-219-8344) or mail the completed Signature Page of the April 1st Enrollment Report (EF-M-14) indicating that all students have been enrolled in the Infinite Campus State Education system. There will be no need to complete the remainder of the EF-M-14.
- For private schools enrolling only publicly funded students in the Infinite Campus State Education system, please complete the April 1st Enrollment Report (EF-M-14 - Sections 2 and 3 only) and email the Excel spreadsheet form to the Department at GPA.DOE@maine.gov. In addition, please fax the completed Signature Page to 1-866-219-8344.
- For private schools that have no publicly funded students, please complete the April 1st Enrollment Report (EF-M-14 - Sections 2 and 3) for the non-publicly funded students and email the Excel spreadsheet form to the Department at GPA.DOE@maine.gov. In addition, please fax the completed Signature Page to 1-866-219-8344.

The EF-M-14 Form can be downloaded from the Department of Education's website at:
<http://www.maine.gov/education/forms/misteam/enrollment/april/aprilpriv.htm>

60% Publicly Funded Private Schools

These 11 private schools must complete both the EF-M-14 and the EPS April Enrollment Certifications.

Private Schools Using the Infinite Campus State Education System:

For private schools that enter students into the Infinite Campus State Edition, please refer to the document titled “Data Standards Document” located at:

<http://www.maine.gov/education/medms/standards/index.htm>

If you have any questions regarding the Infinite Campus State Education (ICSE), please contact the MEDMS Help Desk, Tel. (207) 624-6896 or e-mail medms.helpdesk@maine.gov.

If you have any general student questions, please contact Rick Bergeron, Tel. (207) 624-6799 or e-mail richard.bergeron@maine.gov.